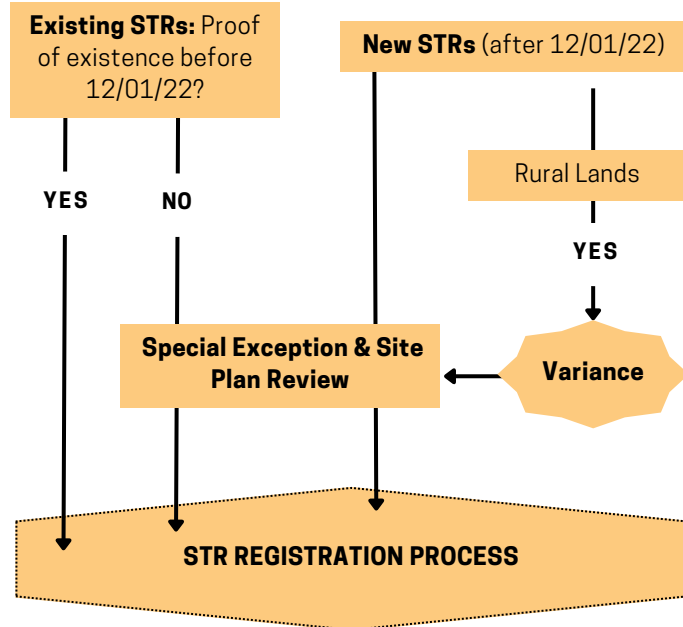


# AMENDMENT 7: SHORT-TERM RENTAL DECISION TREE

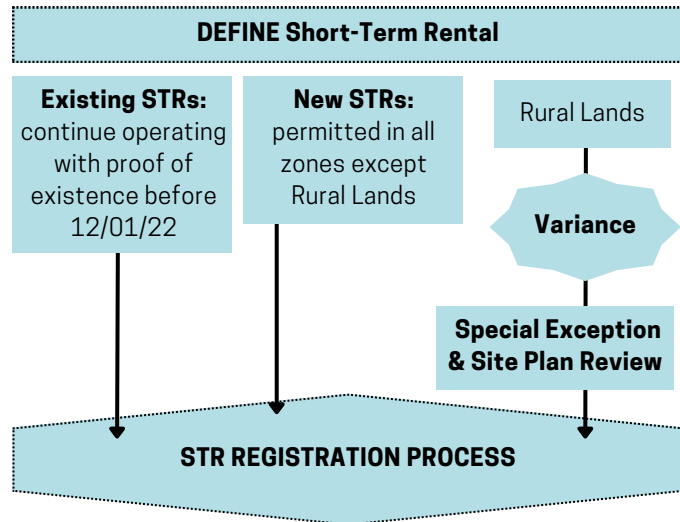
## IF AMENDMENT 7 PASSES

1. **Existing non-conforming STRs (regardless of zone):** continue if owner can provide evidence of existing rental prior to 12/01/2022.
2. **Special Exception & Site Plan Review** for Rural Residential:
  - a. Owners unable to provide evidence of rental prior to 12/01/2022.
  - b. All rentals beginning after 12/01/2022.
3. **STRs on Rural Lands** must obtain a variance and if approved must complete Special Exception & Site Plan Review.
4. **All owners**, regardless of zone, must follow registration process outlined below and comply with terms of inspection.



## IF AMENDMENT 7 FAILS

1. The BoS will provide **DEFINITION** of Short-Term Rental.
2. **Existing non-conforming STRs (regardless of zone):** continue if owner can provide evidence of existing rental prior to 12/01/2022.
3. **New STRs** allowed in all zones except Rural Lands, which requires a variance.
4. **All owners**, regardless of zone, must follow registration process outlined below and comply with terms of inspection.



## SHORT-TERM RENTAL REGISTRATION PROCESS

### I. Parcel ID & Owner (or Agent) Information

### II. Registration Requirements

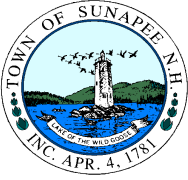
- |                              |              |                         |
|------------------------------|--------------|-------------------------|
| a. Affidavit of prior rental | d. Parking   | g. Leash Law            |
| b. Rental Duration           | e. Trash     | b. Alcohol Restrictions |
| c. Occupancy Limits          | f. Beach Use |                         |

### III. Inspection Requirements

- a. Life Safety Self-Inspection
- b. Site & Septic Inspection
- c. Fees & Penalties

### IV. Signature of Owner or Agent

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## SHORT-TERM RENTAL REGISTRATION FORM

**Town of Sunapee**  
**23 Edgemont Road**  
**Sunapee, New Hampshire 03782**  
**Telephone (603) 763-3194**

Thank you for registering your short-term rental (STR) with the Town of Sunapee! Our goal is to support sensible and fair short-term rental regulations within our community. Through the GovOS platform, short-term rental owners can conveniently register their rental home. Once a property is registered, our town team can manage inspections, registrations, and enforcement, ensuring that public health and safety continue to be prioritized.

### **Important Registration Requirements for property owners or their designated agent**

Each Item:

- The purpose of the registration process is for property owner(s), or their designated agent(s), to register their short-term rental properties that are currently operating in the Town of Sunapee (Town). The property owner(s), or their designated agent(s), of short-term rental properties are required to register.
- All persons operating a short-term rental in the Town of Sunapee must register each individual property at **XXX@munidcode**.
  - A short-term rental is considered: A one or two-family dwelling where transient accommodations are provided for a period less than 30-days, excluding Hotels/Motels, Bed & Breakfasts or Inns.
- After completing your registration online, the Planning, Zoning, and Compliance Department team will review for completeness. Incomplete submissions will be denied.
- The property owner(s) or their designated agent(s), shall not provide any false or misleading statements; shall meet all the standards listed on the registration form; shall acknowledge that the registration is valid for one year running from, and shall acknowledge that registrations are not transferrable.
- The property owner(s) or their designated agent(s), acknowledge that this registration may be granted or denied based upon full compliance with the registration process set forth herein, and understand that a short-term rental must comply with all zoning regulations, other applicable local and state permit regulations, and the town's short-term rental ordinance requirements, if applicable.
- The registration process requires a site inspection by Sunapee's Code Compliance Officer and a visual septic system inspection by the Town of Sunapee's Health Officer. Inspections will take approximately ½ - 1 hour each, and once they have been completed, a report of the inspections will be provided for inclusion with the registration form. Inspections will be valid for a period not to exceed three years. Inspections will be scheduled online via the GovOS platform. Please start your registration process soon as possible to ensure timely scheduling of inspections.
- If modifications, including but not limited to the addition of bedrooms to the structure, are made to a STR prior to the existing inspections expiring, or if the STR changes hands from one owner to another, then a new set of inspections and registration shall be required.
- The Life Safety Self Inspection and Short-term Rental Affidavit shall be completed by the property owner(s) or their designated agent(s).
- The Town of Sunapee Select Board may deny, impose penalties, suspend or revoke any STR registrations if it is deemed that the owner/agent provided incomplete, false or misleading statements on the registration form, affidavit, or on the Life Safety Self Inspection report; violated any of the registration criteria on page two (2); violated any state or federal laws, statutes, town ordinances, rules or regulations pertaining to short-term rental; or the operation of the STR is a threat to the public health, safety or welfare of the town.
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## PARCEL I.D. & OWNER/AGENT INFORMATION

Section I: Parcel I.D & Owner/Agent Information		
Parcel Map No. & Lot No.:	Date of Registration:	
Full Name of the Property Owner(s):	Property Owner Telephone Number:	
Property Owner(s) Mailing Address:		
Physical Address of STR:	NH Meals and Rooms License Number:	
Number of Bedrooms to be Rented:	Maximum Number Occupants:	Number of Off-street Parking Spaces:
Year STR is Being Registered For:		Current Registration Number (if renewal)
Full Name of Designated Agent(s) for Property Owner(s)		
Designated Agent(s) Business Address		
Designated Agent(s) Telephone Number	Designated Agent(s) Cell Phone Number	
Name of Primary Point of Contact During Rental of STR		
24-hour Cell Phone Number of Primary Point of Contact (Shall be onsite within one (4) hours of being notified of an incident at the STR)		

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## SHORT-TERM RENTAL REGISTRATION CRITERIA

Please initial each item listed below as your agreement to comply:

Section II: Requirements for STR Registration	Initials
A short-term rental is a one or two-family dwelling where transient accommodations are provided for a period of less than 30-days	
The occupancy limit a STR can be advertised for shall not exceed two (2) people per bedroom (as listed on the Town's property card) plus one additional person. NOTE This excludes children less than 4-years of age.	
No owner or designated agent shall cause or shall allow renters to exceed the occupancy limits of the STR that are provided on the registration form.	
Parking for all STR renters and their guest(s) shall conform to the Town of Sunapee Traffic and Parking Ordinances.	
The property owner(s), designated agents, and guests shall store all trash in sealed trash receptacles and/or in a dumpster enclosure, both of which shall be onsite and screened from the public's view. Trash shall be removed from the STR and disposed of in accordance with the Town's Sunapee Transfer/Recycling Station Ordinance or be removed by an independent solid waste disposal company on a routine basis and not less than once per week.	
The owner(s), designated agent(s), and guests shall comply with RSA 644:2, NH's disorderly conduct law and all other applicable Town Ordinances.	
The owner(s), designated agent(s), and guests shall comply with the Town of Sunapee's Noise Ordinance.	
No use of fireworks shall be allowed.	
The property owner(s), or their delegated agent(s), shall be accessible by telephone during all periods of STR occupancy, and be able to physically be present at the STR within three hours of being contacted, at any time.	
The owner(s), or their designated agent(s), shall serve as the primary point of contact for guests and shall receive and resolve in a timely manner, any complaints that are received from neighbors regarding disruptive STR use.	
The owner shall post a copy of their STR Registration inside the residence in a highly visible location, including maximum occupancy limits, quiet hours based on the Town's Noise Ordinance, and an evacuation diagram prepared on a copy of the Site Plan that shows all fire escapes, and all means of egress from the STR.	
The owner(s), or their designated agent(s), shall prepare and sign the STR Pre-existing Transient Occupancy Affidavit stating the days and dates that the STR was rented, and shall submit with their registration and/or with a renewal registration, a report of NH Meals and Rooms tax paid for the prior calendar year.	
The owner(s), or their designated agent(s), understand that they must obtain, from the Fire Chief, a seasonal permit allowing for outdoor, propane fueled, fire pits.	
The owner(s), or their designated agent(s), understand that signage shall conform to the Town's Zoning Ordinance.	
The owner(s), or their designated agent(s), acknowledge that registration of their STR does not authorize incidental camping – overnight camping, sleeping in tents, or other temporary shelter(s) in the yard or on decks that may be attached to the STR, or sleeping in travel trailers or recreational vehicles that are on STR property.	
Guests of the STR are prohibited from subletting the STR unit. Only owner(s), or their designated agent(s), with a valid STR registration may advertise and rent a STR.	
The owner(s), or their designated agent(s), understand that use of the STR for the purpose of holding special events at the STR is prohibited.	
The owner(s), or their designated agent(s), have completed and certify that the STR complies with the life-safety requirements per the attached Life Safety Self Inspection Report. Final approval will be provided by the Fire Chief and/or his/her designated agent.	

## SHORT-TERM RENTAL REGISTRATION REQUIRED DOCUMENTS

Please initial each item listed below indicating that the required documents and fees are attached:

Section III: Registration Supporting Documents	Initials
A completed STR Registration Form with all required documents attached	
Payment of the \$250.00 Registration Fee, plus applicable Inspection Fees:	
A completed Life-Safety Self Inspection and report	
A completed septic system inspection with report from the Health Inspector (Not applicable for STR's that are connected to the municipal sewer system)	
A Floor Plan Sketch for each floor in the STR. The Plan shall include a sketch with all rooms labeled accordingly (i.e. bedroom), and emergency evacuation routes shall clearly be identified on each floor	
Photographs of current condition of the dwelling unit being rented (See Life-Safety Self Inspection Report)	
A Parking Plan and Map (See instructions on page XX)	
Trash Disposal Plan (See instructions page XX)	
A copy of a NHDES approved plan for an Individual Septic Disposal System for use as a STR, or certification that the septic system is approved for STR use if a plan is not currently on file with NHDES Subsurface Bureau	
The Affidavit for Pre-existing Transient Occupancies, if applicable	

*NOTE: The owner(s) or their designated agent(s) affirm, under penalty of perjury, that the information provided in this Short-term Rental Registration Form is true and correct to the best of his/her knowledge, that the photographs are a true and accurate depiction of current conditions of the rental unit, and that they agree to hold the Town of Sunapee harmless for any damages resulting from the registrars misrepresentations, intentional or otherwise. I/we have read and understand the Town of Sunapee Zoning Ordinance as it applies to the use of the property as a STR, and we understand that it doesn't relieve us from having to comply with any Local Ordinances, State or Federal Laws.*

Signature of Property Owner or Agent:	Date Signed:
Printed Name of Property Owner or Agent:	

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**SHORT-TERM RENTAL AFFIDAVIT  
FOR PRE-EXISTING TRANSIENT OCCUPANCIES**

Complete this affidavit and provide a copy of your short-term rental booking demonstrating that the property was being used as a short-term rental prior to December 01, 2022 and, attach a report of NH Room and Meals taxes paid to provide evidence that the short-term rental at the below listed property was rented for more than ninety (90) days in calendar year 2022.

Map No.:	Lot No.:
Name of Owner:	
Address of STR:	

*I certify under penalty of perjury, that the information provided above is true and correct to the best of my knowledge and belief.*

Signature of Property Owner or Agent:	Date Signed:
Printed Name of Property Owner or Agent:	

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## Definitions

**Short Term Rental** – A one or two-family dwelling where transient accommodations are provided for a period less than 30-days, excluding Hotels/Motels, Bed & Breakfasts or Inns.

**Short Term Rental Registration Form (STRRF)** – Shall mean the Registration Form that for a short-term rental registration which shall be approved by the Board of Selectmen.

**Owner** – Shall mean the recorded titled owner of the residence for which a short-term rental registration is sought or has been issued. The owner may be a person, or any form of business entity recognized by the State of New Hampshire that maintains a current registration with the NH Secretary of State’s Office.

**Designated Agent** – Shall mean a person, or business designated by the owner to manage the property. An owner’s agent shall be designated by the owner as a person who can be contacted by the Town, by Emergency Services, and can receive legal notices on the owner’s behalf.

**Complete STRRF** – Shall mean a STRRF that has satisfied all the submittal requirements set forth herein and that otherwise complies with criteria required for issuance of a short-term rental registration.

**Short Term Rental Registration** – Shall mean a registration form that is issued unby the Town of Sunapee thereby acknowledging that the owner or their designated agent has registered their short-term rental property in the Town of Sunapee.

**Bed & Breakfast, Inns** – An owner-occupied single-family dwelling in which no more than (10) rooms are used to provide transient sleeping accommodations, with meals served to guests only.

**Hotel & Motel** – A building or group of buildings providing sleeping accommodations for persons on a transient basis. Meals may be served to guest but cooking facilities are not allowed in individual rooms.

**Penalties** - Failure to comply with all terms of the registration process, an issued registration, and all applicable Town Ordinances will lead to the following sanctions as provided for in RSA 676:27:

- First Offense: Fine of \$350.00
- Second and subsequent offenses: Fine of \$500.00 per day. Each day that a violation continues shall be a separate offense.
- Third offense or subsequent offense: The selectman are authorized to revoke the permit for the rest of the year or six (6) months, whichever is longer.

## Short-term Rental Registration Site Plan

The purpose of the Site Plan is to show:

- The layout, size, and shape of your lot (this can be obtained from the Town’s GIS maps at: [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)).
- The locations of all buildings on the lot (this can be obtained from the Town’s GIS maps at [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)).
- Locations of all required parking spaces (per Zoning Ordinance Article III, Section 3.40(e)).
- Locations of trash storage containers on the lot and relative to building locations.
- The location of a fire pit, if applicable, including the distances from the buildings and trees. (See Figure XX)

### To Create the Site Plan

If you have a surveyed plan of the parcel, please use it (or a copy) to create the Site Plan

If you do not have a surveyed plan, please use the Town’s GIS map from the town’s website [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us) to create the Site Plan. Instructions to obtain a map of your property are as follows:

1. Go to the Town’s website at: [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)
2. Left click on “Property Data/GIS” box.
3. When the map opens, left click the “X” to the right of “Welcome to CAI’s AxisGIS” header.
4. Then left click of the “Search” button in the upper lefthand corner of the screen.
5. Type in your map and lot number in the following format “XXXX-YYYY” for your parcel (i.e Map No. 115 Lot No. 15 would be typed in as 0115-0015).
6. When your parcel map appears below the search, left click on it and you should see your parcel yellow highlighted with a box labeled “Parcel #: Sun- (your parcel number) over it.
7. You can move this box anywhere on the screen by holding down the left click button on your mouse while over the



“Parcel #: Sun- (your parcel number) heading.

8. You may click on the four small squares button in the upper righthand corner of the screen, and under the “Esri” pulldown left click on the “Imagery Esri” rectangular box. This will turn on the orthophoto of your parcel, which should be an accurate plan view photograph of your parcel. The orthophoto should not be used to create the Site Plan but can be used as a reference with the initial parcel map that appears.
9. When in the initial parcel map, left click on the print symbol on the righthand side of the screen, and left click on the “Map Only” down arrow.
10. Then left click on the “Portrait” or “Landscape” box so that your parcel is highlighted in the center of the yellow highlighted box.
11. Then left click on the box to the right of “1 inch =” and change the scale from the existing number that appears in the box to the scale that you would like your plan to print at (i.e., from 1 inch = “34” feet to 1 inch = “40” feet) and press the “return” button on your key board. Note: Increasing the existing number in the box will decrease the size of your plan on the screen and vice versa. It is recommended that you change the existing number to a number in increments of 10 (i.e 20, 30, 40 or 50).
12. Please add your lot number and map number in the “Map Title” box, and the owner(s) name and the STRs physical address in the “Subtitle” box.
13. Then click on the “Print PDF” button and wait for the map to be prepared.
14. When the “Your map is ready to print” button appears, left click on the “print” button. This should take you to an overview of the site plan that is ready to print. You may right click on the site plan and left click on “save as” to save the document to your computer. You should left click on the print icon in the upper lefthand corner to print the site plan. This should take you to the computer’s print queue which will provide print options.

NOTE: The larger your lot is, the easier it will be to develop the Site Plan. If you have a small lot, you will need more detail and a higher degree of accuracy. Please ensure that the information required is shown clearly enough so the person reviewing your application can see all the information clearly.

### **Trash Disposal Plan**

Purpose of a Trash Disposal Plan is to:

- Provide sufficient trash receptacles to hold all trash generated during rental of the STR and up to the time that the trash will be taken to the transfer station or removed by an independent vendor.
- Provide the town with information on how the trash will be removed from the STR and taken to the transfer station.
- Provide instructions to renters on the proper disposal of trash and recyclables, including the problems that poor trash storage practices may cause (e.g., bears!)
- Provide sufficient trash bags for use by renters.

The owner(s), or their designated agent(s), may arrange to deal with the trash in a variety of ways including:

- Taking it to the transfer station themselves
- Having a property manager remove the trash.
- Employing one of the services in or near the Town that currently takes trash to the transfer station.

### **Sketch Floor Plan**

The purpose of the sketch floor plan is to accurately depict the following information:

- All bedroom locations
- All exit routes from the home
- The locations of fire extinguishers, smoke detectors, and carbon monoxide alarms (if required). You need to show plans for each level of your home.

To Create a Floor Plan Sketch:



- If you have plans of your home, please use them and add the required information.
- If you do not have plans, please create the sketch using the information that is depicted on your AVITAR Property Card which can be located on the box labeled “Parcel #: Sun-(your parcel number) when you’ve completed item number 5 of the site plan above.
- Print a copy of the property card and please use this to draw the interior walls, rooms, doorways and stairways. It may be too small to use as is. If so, please enlarge it and label all room dimensions and exterior wall dimensions.

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# FIRE EXTINGUISHER

The minimum classification required is 2-A:10-B:C.  
 Shall be annually inspected and certified by a NH  
 licensed company. Shall be installed in accordance with  
 NFPA 10.



FIRE EXTINGUISHER  
 RECHARGE & INSPECTION  
 RECORD

**INSTRUCTIONS**  
 Attach this tag to fire extinguisher. Recharging and inspection records are to be entered by inspectors.

**CO2**  
 Weigh and Inspect Monthly  
 Dry Chemical (Cartridge Type)  
 Weigh Cartridge Monthly  
 Check Chemical Every 6 Months  
**Dry Chemical (Stored Pressure Type)**  
 Check Gauge for Proper Pressure

**Pressurized Water**  
 Check Gauge Pressure  
 Operating personnel should inspect extinguishers daily and report broken seals or defects immediately to Maintenance Dept.

RECHARGE RECORD			
DATE	BY	DATE	BY

UL 51411 1-800-775-8116, ulna.com

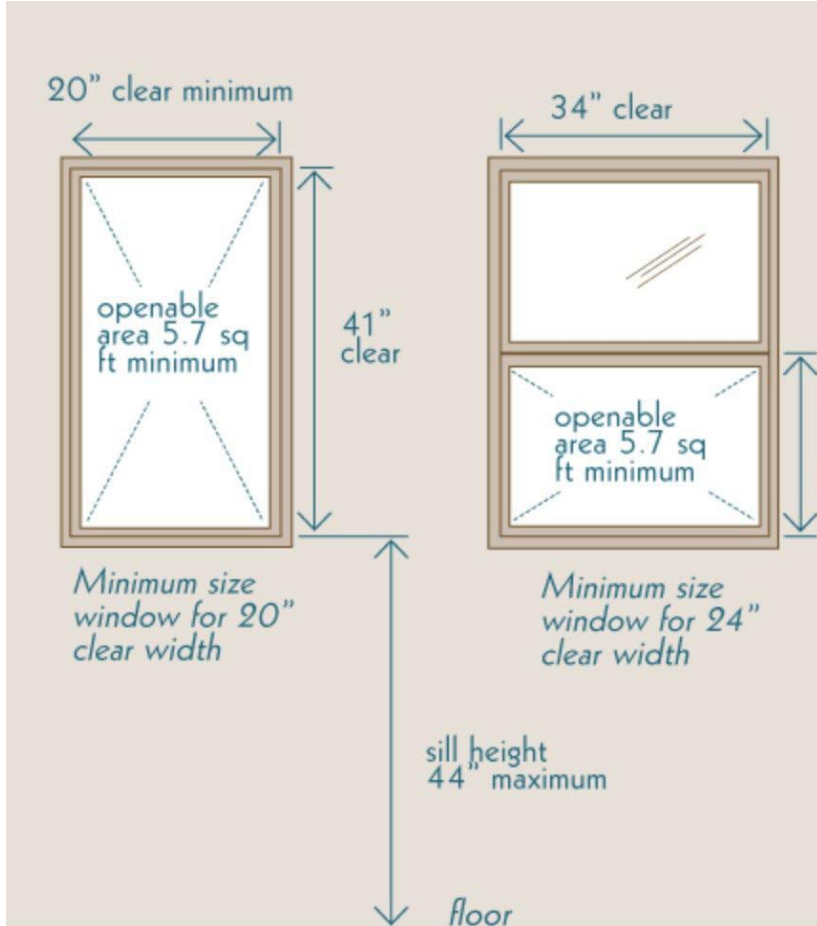
Inspect this extinguisher carefully before signing inspection record.

Do not break seal except in case of emergency or to recharge or inspect contents.

INSPECTION RECORD			
DATE	BY	DATE	BY

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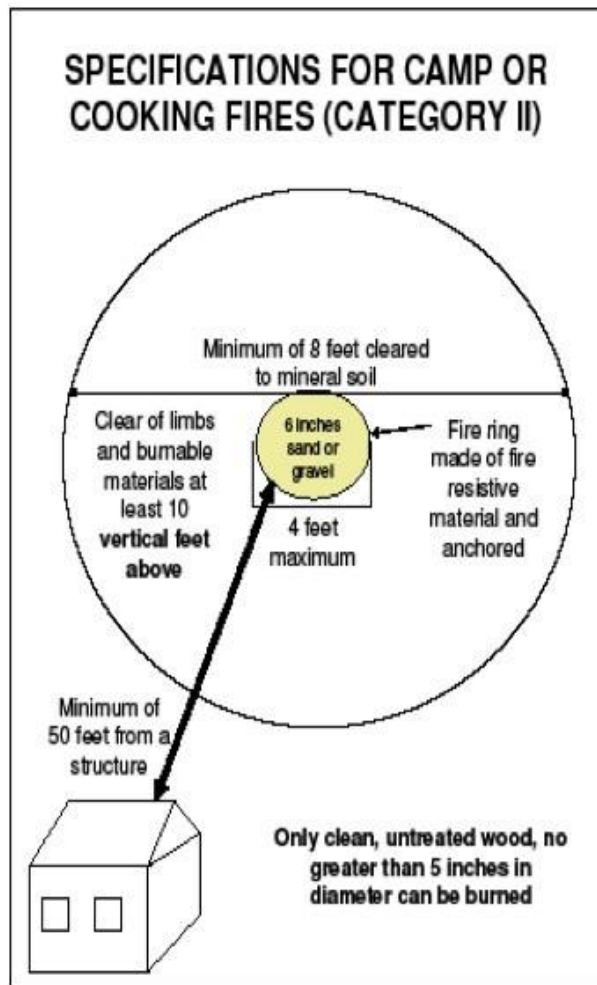
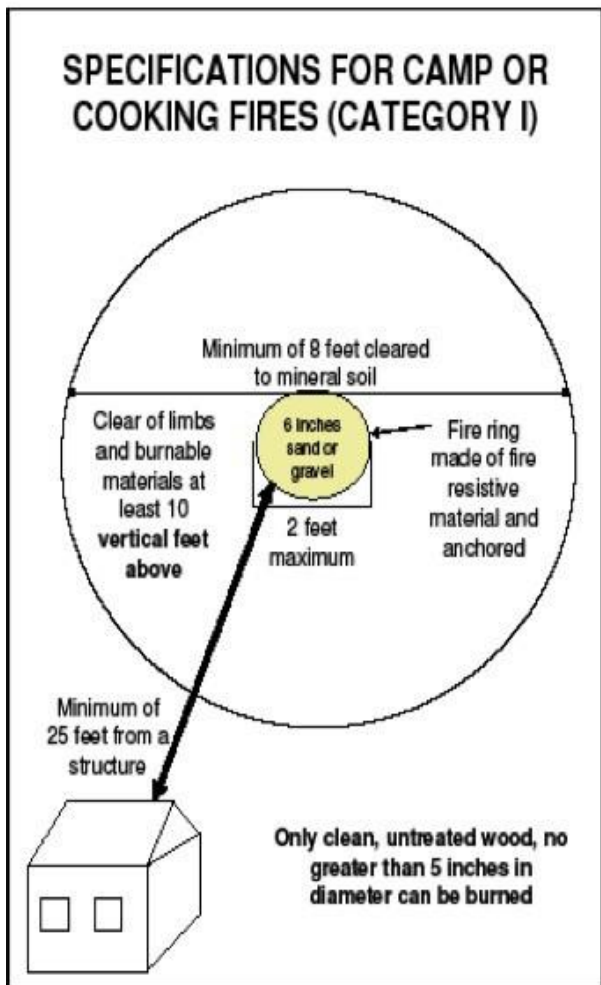
## WINDOW EGRESS DIAGRAM



- The minimum net clear opening width shall be 20 inches.
- The minimum net clear opening height shall be 24 inches.
- All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 sq ft.
- When openings are provided as means of escape and rescue, they shall not have a sill height of not more than 44 inches above the floor.

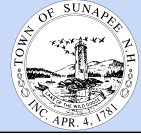
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# FIRE PIT LOCATION DIAGRAM



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# LIFE SAFETY INSPECTION



Property Address:

Inspector Name:

Code Officer    Bldg. Inspector    Other

Date of Inspection:

Type of Inspection:

Initial

Follow-Up

Owner(s) Name and Phone Number:

Tenant Name(s) and Phone Number(s):

Unit	Name/Phone Number(s)

Last Inspection Date:

## Smoke Alarms

Smoke alarms shall be in good working order. They shall be installed in all sleeping rooms, outside of each sleeping area, in the immediate vicinity of the sleeping rooms, on each level of the dwelling units including basements. In existing 1-2 family dwellings, approved smoke alarms powered by batteries shall be permitted.

Component	Answer			Violation	
	Y	N	N/A	Required Corrective Action	Deadline
1.1	Is there a working smoke alarm:				
	a. In all sleeping rooms?				
	b. Near each bedroom?				
	c. On each level of the dwelling unit, including basements?				

## Carbon Monoxide Alarms

There must be a working carbon monoxide alarm (detector) in the immediate vicinity of each bedroom or room used for sleeping. CO alarms are also required in each sleeping room that has a fuel-fired appliance such as a gas-fired room heater, gas hot water heater, or fireplace/woodstove. NFPA 101-31.3.4.6

Component	Answer			Violation	
	Y	N	N/A	Required Corrective Action	Deadline
1.2	Is there a working carbon monoxide (CO) alarm:				
	a. In each room used for sleeping that contains a fuel-burning appliance?				
	b. Near each bedroom?				
	c. On each level of the dwelling unit, including basements, excluding attics and crawl spaces?				

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**Fire Extinguisher**

Component		Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.3	Is a functional fire extinguisher is visibly installed:					
	a. In every cooking area?					
	b. In close proximity to outdoor cooking equipment?					

**Egress- Primary means of escape**

Each bedroom must have a window that can be opened without using tools or special knowledge. The opening of the window must be at least 20" wide and 24" high and provide an opening of 5 square feet. The bottom of the opening must be less than 44" above the floor. NFPA 101-24.2.2.1

Component		Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.4	Does each bedroom have a window that can be easily opened and is large enough for emergency rescue or escape?					

**Egress- Secondary means of escape**

Each dwelling unit must have access to at least 2 separate ways out of the building that are not located close together unless the unit has: a door opening to the outside at ground level, an enclosed stair used only by that unit opening to the outside at ground level, or access to an outside stair that serves no more than 2 units.

Component		Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.5	Does each bedroom have a secondary means of escape?					

**Stair Railings**

All stairs must have handrails that are easy to grasp and that are securely mounted at a height between 30" and 38" above the leading edge of the tread. NFPA 101-7.2.2.4

Component		Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.6	Do all stairways have handrails that are securely mounted?					

**Door Locks**

Any locks or door hardware must be easy to use when leaving the building (no key required to exit). The way out of the building cannot be used for storage or trash containers. NFPA 101-4.5.3.2

Component		Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.7	Are all exits out of the building free of obstructions and able to be used?					

**Signage**

All signage must comply with the Street Naming and Numbering Ordinance, including placement and visibility

Component		Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
1.8	Are all signs appropriately placed in accordance with the Town Ordinance?					

## Evacuation Diagram

Fire Safety and Evacuation Diagram shall be posted on interior bedroom walls adjacent to door. Diagram shall detail primary and secondary egress, location of fire extinguishers, and other life safety instructions.

Component	Answer			Violation	
	Y	N	N/A	Required Corrective Action	Deadline
1.9	Is an evacuation diagram provided?				

## 2. Sanitation Facilities

### Bathrooms

Every dwelling unit shall contain a bathroom facility which includes a flush toilet, sink and bathtub or shower separated from habitable rooms and which affords privacy, unless the dwelling unit shares a bathroom facility.

Component	Answer			Violation	
	Y	N	N/A	Required Corrective Action	Deadline
2.1	Does the STR provide an adequate number of functional bathroom facilities?				

### Kitchen

Component	Answer			Violation	
	Y	N	N/A	Required Corrective Action	Deadline
2.2	Does the STR provide sufficient kitchen facilities, including a kitchen sink and spaces to store and prepare food?				

### Water

Occupants must have access to public drinking water or good quality private system. Water sample should be taken by owner to test quality of **private** water system once a year for coliform bacteria/E. coli bacteria.

Component	Answer			Violation	
	Y	N	N/A	Required Corrective Action	Deadline
2.3	Water Supply/Wastewater Disposal				
	a. Is there currently a water supply to the unit?				
	Is water supply from:				
	Public Source?				
	Known Private Source?				
Name of private source:					
If private, was the water tested for coliform within the last year?					

### Trash

Owners must provide proper receptacles for all trash and food scraps. Occupants should be aware of trash and/or recycling services or responsibilities during their stay.

Component	Answer			Violation	
	Y	N	N/A	Required Corrective Action	Deadline
2.4	a. Is there a durable container for outside trash/food scraps (must be covered and water-tight)?				
	b. Is there a durable container for recycling?				
	c. Are trash, recyclables, and food scraps removed from the home at least once a week?				



### 3. Heating and Ventilation

Heat						
Heat must be maintained for all habitable rooms, kitchens, and bathrooms when temperature is below 55°F/13°C. This must be done without overheating one room. Fuel-fired heating facilities (including pellet stoves, wood stoves, natural gas appliances, etc.) must be vented to the outside of the building. Un-vented fuel-fired room heaters or fireplaces are not permitted. NFPA 1: 11.5.1.4.4						
	Component	Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
3.1	a. Is heat provided when outside temperature is less than 55°F/13°C?					
	b. Are all fuel-fired heating facilities vented to the outside of the building?					

Ventilation						
	Component	Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
3.2	a. Does every habitable room have at least one window or door on an outside wall that can be opened for fresh air?					
	b. Are all hallways and stairways in common spaces adequately ventilated?					
	c. Are all bathrooms ventilated by window, airshaft, or a ventilation fan that vents to the outside of the building?					

### 4. Electric

Outlets						
Every habitable room (excluding a kitchen) must have at least: 2 duplex electrical outlets OR 1 duplex electrical outlet and 1 electrical light fixture (such as a lamp or overhead light). Extension cords must not be used as a substitute for fixed wiring in a building. Extension cords must not run through holes in walls, ceilings, or floors, through doorways or windows or under carpets, or be attached to building surfaces. NFPA 73:4.5						
	Component	Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
4.1	a. Does every habitable room meet the above criteria? Every <u>kitchen</u> must contain at least 2 duplex electrical outlets and 1 electrical light fixture.					
	c. Are all electrical systems in safe, working order?					

Lighting						
Heat must be maintained for all habitable rooms, kitchens, and bathrooms when temperature is below 55°F/13°C. This must be done without overheating one room. Fuel-fired heating facilities (including pellet stoves, wood stoves, natural gas appliances, etc.) must be vented to the outside of the building. Un-vented fuel-fired room heaters or fireplaces are not permitted. NFPA 1: 11.5.1.4.4						
	Component	Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
4.2	a. Do all dwelling or building entrances have adequate lighting?					
	b. Do all common spaces in rooming houses and buildings with 2 or more dwelling units have adequate lighting?					

## 5. Guest Information

Emergency Contact Information						
Signage posted that contains the emergency contact information for guests, maximum number of guests, and copy of STR Permit.						
Component		Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
5.1	Are emergency contact numbers for owner(s) and STR policy posted?					

STR Orientation and Town Information for Guests						
An informational binder that contains the following: (a) Local hospital addresses and emergency contact numbers, (b) Noise Ordinance, (c) Fireworks Ordinance, (d) Town's non-emergency police phone number, (e) Maximum occupancy of the STR, (f) Floor Plan Sketch, (g) Parking Ordinance and an off-street, (h) Parking Plan, (i) Transfer Recycling Ordinance and a Trash Disposal Plan, (j) Leash law, (k) Beach pass information						
Component		Answer			Violation	
		Y	N	N/A	Required Corrective Action	Deadline
5.2	Is a binder with all required information provided for guests?					

**Additional Notes:**

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